

**Important
Dated Information Enclosed**

**2001 Chicago Area Combined Federal Campaign
(CFC)
Local Federation Application**

Local Application Deadline
Friday, April 6, 2001
5:00 p.m. CDT

Organizations must apply every year to be eligible to receive donations
from CFC.

Please mail application and attachments to:
Federal Executive Board
230 S. Dearborn, Suite 3816
Chicago, IL 60604

All applicants will be notified by mail of the LFCC determination concerning their application. Questions may be directed to the FEB at 312/353-6790 or the CFC Director at 312/906-2281. A public meeting will be held by the LFCC to announce the decision of eligibility. Call the FEB for the exact date, time and location.

1995 CFC REGULATIONS REMAIN IN EFFECT

Local Federations must submit a Combined Federal Campaign Federation application. The information that your federation provides must apply to the federation entity rather than to individual member agencies.

If this is the first time your federation is applying or if your federation was found ineligible last year and was not listed as a federation in the CFC Donor Guide, then you must submit a **completed Federation Application for your federation and Local Unaffiliated & Federation Member application for each of your member agencies.**

In case your federation is found not eligible and you wish to be considered as an unaffiliated member, you must submit a Local Unaffiliated & Federation Member application for your federation with all attachments by the application deadline. Do not forget to include attachment C that documents how your organization (not member agencies) provides real benefits and services to the public.

If you have been previously accepted as a federation, you must submit a completed Federation Application and Local Unaffiliated & Federation Member Application for your new member agencies.

The following criteria as outlined in the 5CFR Part 950.303 must be met:

- Your local federation must have 15 or more eligible member agencies.
- Eligibility must be re-established yearly, and an updated member list must be provided. 950.303(c) and 950.303(e)(1)
- Your local federation, having been properly established, may certify your member agencies as eligible to be included on a local list and receive funds. 950.303(d)

You must ensure that your member organizations comply with all eligibility requirements OR identify to the LFCC any member agencies that fail to meet such requirements. The LFCC may require any member agency of a local federation to supply independent evidence of its eligibility.

After an opportunity for a hearing on the record, the Director may decertify any local federation at any time when such local federation falsely certifies the eligibility of any of its member agencies.

- Your federation and member agencies must include their IRS Employee Identification Number within the description.
- “Doing Business As” name and Legal Name for your federation and member agencies will be printed in the donor guide. If a DBA name is used, a copy of the IRS letter needs to be included in the application.

2001 Chicago Area Combined Federal Campaign Local Federation Application

Organization _____

Organization Information

Address

Telephone Number
(will be used in Donor Guide)

Previous Four digit CFC Number (optional)

Contact Person Information

Name

Address (all correspondence will be sent to
this address)

Telephone Number _____

Fax Number _____

E-mail _____

Certifying Official

I, _____, am the duly appointed representative of
(Name)

_____ authorized to certify and affirm all statements
(Organization)

enclosed in this application.

Signature _____ Date _____

Printed Name _____ Title _____

1) Place a check in the **one** appropriate box:

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I certify that the federation named in the application has a substantial local presence in the geographical area covered by the local campaign either itself or through its member organizations. *(Substantial local presence is defined as a staffed facility, office or portion of a residence dedicated exclusively to that federation, available to members of the public seeking its services or benefits. The facility must be open at least 15 hours a week and have a telephone dedicated exclusively to the federation.)*

-OR-

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I certify that the applicant federation named in the application has a substantial local presence in the geographical area covered by an adjacent local campaign either itself or through its member organizations.

-OR-

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I certify that the federation named in the application has a substantial statewide presence either itself or through its member organizations. *(Substantial statewide presence is defined as providing or conducting real services, benefits, assistance or program activities covering 30 percent of the state's geographic boundaries OR providing or conducting real services, benefits, assistance or program activities affecting 30 percent of the target population in the given state.)* **Include as Attachment A supporting statements and/or documentation of local, local adjacent or statewide presence.**

2) I certify that the Internal Revenue Service recognizes the federation named in this application as tax-exempt under 26 U.S.C. 501(c)(3) and to which contributions are tax deductible pursuant to 26 U.S.C. 170. **Include a copy of the most recent IRS determination letter as Attachment B** *(Interim 501(c)(3) letters with expiration dates beyond 12/31 will be accepted only with verification from the IRS that the federation will continue with a 501(c)(3) ruling).* If the name of the organization is different from the name which appears on the IRS Form 990, official documentation authorizing the name change must accompany the application. The Federal Tax ID Number must be included.

3) Place a check in the **one** appropriate box:

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I certify that the expenses of the federation named in this application connected with lobbying and all attempts to influence voting or legislation at the local, State or Federal level would classify it as a tax-exempt agency under 26 U.S.C. 501(h).

- OR -

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I certify that the federation named in this application does not engage in lobbying nor does it attempt to influence voting or legislation at the local, State or Federal level.

4) I certify that the federation named in this application is a human health and welfare federation providing services, benefits, or assistance to, or conducting activities that directly or indirectly affect, human health and welfare. If a federation claims direct services, it must include supporting information that describes the human and welfare benefits provided within the previous years. **Include as Attachment C supporting information that describes the health and welfare benefits provided within the previous year.**

5) I certify that the federation named in the application accounts for its funds in accordance with generally accepted accounting principles (GAAP).

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- 6) ☐ I certify that the federation named in the application was audited in accordance with generally accepted auditing standards (GAAS) by an independent certified public accountant in the immediately preceding year. **Include a copy of the federation's most recently completed audit as Attachment D.** Compiled audits are not accepted. Consolidated audits must contain a separate audited section on applicant. *(The audit must cover the fiscal period ending not more than 18 months prior to the January of the campaign year to which the federation is applying. The IRS Form 990 and audit must cover the same fiscal period. If revenue and expenses on the two documents differ, these amounts must be reconciled by a certified public accountant either in an accompanying signed statement or IRS Form 990, Parts IV-A & IV-B.)*

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- ☐ I certify that the federation named in the application is a newly created federation and therefore is exempt from submitting an audit in accordance with generally accepted auditing principles by an independent certified public accountant.

- 7) ☐ **Include as Attachment E a copy of the most recently completed IRS Form 990, including signature. NOTE:** *If the Internal Revenue Service does not require your federation to file the Form 990, you must still complete one in accordance with IRS regulations to be eligible for the CFC. IRS Forms 990 EZ, 990PF, and comparable forms are not accepted. However, smaller federations that file Form 990EZ may submit it with pages 1 & 2 of the Form 990 attached. (The IRS Form and Audit must cover the same period. If the revenue and expenses on these two documents differ, the reconciliation must be included in the IRS Form 990 itself or include a letter of reconciliation submitted by the CPA who completed the audit.)*

- 8) Place a check in **one** appropriate box:

- ☐ I certify that the federation named in this application in the immediately preceding year has spent 25% or less of its total support and revenue on administrative and fund-raising expenses. The actual percentage of administrative and fund-raising expenses is ____%. This percentage must be computed from information on the IRS Form 990 by adding the amount spent on "management and general" (line 14) to "fundraising" (line 15) and dividing the resulting total by "total revenue" (line 12).

- OR -

- ☐ I certify that the federation named in this application in the immediately preceding year has spent in excess of 25% of its total support and revenue on administrative and fund-raising expenses. The actual percentage of administrative and fund-raising expenses is ____% and this percentage is reasonable under the circumstances. **Include as Attachment F a detailed justification of the federation's management, general administrative and fundraising expenses and a formal plan to reduce expenses to 25%.**

- 9) ☐ I certify that an active and responsible governing body directs the federation named in this application whose members have no material conflict of interest and a majority of which serve without compensation.

- 10) ☐ I certify that the federation named in this application prohibits the sale or lease of CFC contributor lists.

- 11) ☐ I certify that the federation named in this application conducts publicity and promotional activities based upon its actual programs and operations, that these publicity and promotional activities are

truthful and non-deceptive, include all material facts, and make no exaggerated or misleading claims.

- 12) I certify that the federation named in this application effectively uses the funds contributed by federal personnel for its announced purposes.

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- 13) I certify that the federation named in this application is chartered/incorporated under a governmental entity. This entity or State is _____.

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- 14) I certify that the federation named in this application has in the preceding year received no more than 80 percent of its total support and revenues from government sources. (*Revenue from government sources must be computed from the IRS Form 990 by dividing line 1c by line 12.*)

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- 15) I certify that the federation named in this application prepares and makes available to the public an annual report that includes a full description of the federation's activities and supporting services and identifies its directors/governing body and chief administrative personnel. **Include as Attachment G a copy of the most recently completed annual report. The annual report must cover the fiscal year ending not more than 18 months prior to January of the campaign year to which the federation is applying OR the preceding calendar year. Attachment G should also include information about the terms of office for the applicant's governing board's officers and members and the dates, times and places of their meetings over the past year.**

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- 16) 25-Word Statement for listing in the campaign brochure. **Include as Attachment H a statement of 25 words or less describing the program of the federation the percentage of its total support and revenue that goes to administration and fundraising.** Also, provide a telephone number that can be reached from any location in the U.S. The 25-word statement should describe real services, benefits or program activities the federation provides. The federation's ratio of total support and revenue to administration and fundraising also will appear in the 25-word statement, but does not count toward the 25-word limit. The statement provided by the federation should not repeat the federation's name, but must include the legal name as registered with the IRS if the federation does business under a different name. This will **NOT** count as part of the 25-word statement. The statement must include the IRS Employee Identification Number, which will not count as part of the 25 words. An Internet web page address where information on the federation can be obtained may be included and will not count toward the 25 words. E-Mail addresses are not accepted. **The 25-word information for each member organization should also be included with this attachment.**

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I CERTIFY THAT I HAVE READ ALL THE CERTIFICATIONS SET FORTH IN THIS DOCUMENT AND THAT MY SIGNATURE BELOW SIGNIFIES THAT I ACKNOWLEDGE AND AGREE WITH SUCH CERTIFICATIONS.

Certifying Official's Signature & Title

Date

NOTE:

**Applications will not be accepted if submitted electronically or by facsimile.
The certifying official's signature must be original.
Automatic pens and/or signature stamps may not be used.**

